

Fig 1

Xgenda ver 0.2, build 33

File Edit Action Settings Tools Help

Xgenda | Group Cost Savings Meeting

Project: A Project
Location: Conference Room #1
Date: October 12, 2000
Time: 3:30pm to 5:00pm EST

PURPOSE This last quarter's departmental evaluations indicate that Quality Control is a bottleneck as well as a current liability regarding escapes and delays. Our shipping department is having to deal with returns and it is being backed-up because it doesn't have a process for accepting, storing and transferring certain tag-items back to QC. QC has been reprimanded for non-compliance with our three-step program and since then it has been brought up that some of their testing equipment and logistic arrangements need to be fixed or replaced. (Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation)

PEOPLE

Name	Role	Reason for Attending
Rod Feldsman	Leader	Responsible for budget.
Betty Strictland	Recorder	Accurate notes
Laura Freind	Participant	Responsible for making sure project is on track financially

TASK

Task	Owner	Due Date	%
Prepare project plan -- develop major milestones and deliverables	Rod Feldsman	Prepare for 1st Meeting	

TOPIC

Topic	Presenter	Type	Time	%
Review Agenda so that each attendee understands the xgenda	Rod Feldsman	Informative	5 min	
Breakup into groups, and sort each category by importance	Betty Strictland	Group Discussion	2 hr	
				2 hr, 5 min

Fig 2

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storing and transferring certain tag-items back to QC. QC has been reprimanded for non-compliance with our three-step program and since then it has been brought up that some of their testing equipment and logistic arrangements need to be fixed or replaced (Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation)

PEOPLE	Name	Role	Reason for Attending
	Rod Feldsman	Leader	Responsible for budget.
		Recorder	
		Facilitator	
		Participant	
	E-mail:	Devil's Advocate	
	Ronald.P.Feldsman@mailserver.a-very-long-comp		

The name of a participant

Betty Strictland	Recorder	Accurate notes
Laura Freimd	Participant	Responsible for making sure project is on track financially

TASK	Owner	Due Date	%
Prepare project plan -- develop major milestones and deliverables	Rod Feldsman	Prepare for 1st Meeting	

Fig 3

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some of their testing equipment and logistic arrangements need to be fixed or replaced
(Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation).

PEOPLE	Name	Role	Reason for Attending
	Rod Feldsman	Leader	Responsible for budget.
	Betty Strickland	Leader	Accurate notes
		Recorder	
		Facilitator	
		Participant	
		Devil's Advocate	

The name of a participant

Laura Freund	Participant	Responsible for making sure project is on track financially	
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TASK	Owner	Due Date	%
Prepare project plan -- develop major milestones and deliverables	Rod Feldsman	Prepare for 1st Meeting	

TOPIC _____ Description _____ Time _____ Time _____ 06

Fig 4

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some of their testing equipment and logistic arrangements need to be fixed or replaced.
(Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation)

PEOPLE	Name	Role	Reason for Attending
	Rod Feldsman	Leader	Responsible for budget.
	Betty Strictland	Recorder, Devil's Advocate	Accurate notes
	Laura Freimd	Participant	Responsible for making sure project is on track financially

TASK	Owner	Due Date	%
Prepare project plan -- develop major milestones and deliverables	Rod Feldsman	Prepare for 1st Meeting	

TOPIC	Presenter	Type	Time	%
Review Agenda so that each attendee understands the xgenda	Rod Feldsman	Informative	5 min	
Breakup into groups, and sort each category by importance	Betty Strictland	Group Discussion	2 hr	

Fig 5

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Prepare project plan -- develop major milestones and deliverables Rod Feldsman Prepare for 1st Meeting

TOPIC	Presenter	Type	Time	%
Review Agenda so that each attendee understands the xgenda	Rod Feldsman	Informative	5 min	
Breakup into groups, and sort each category by importance	Rod Feldsman Betty Strickland Laura Freimd	Informative Group Discussion Collect Individual Input Decision by Consensus Decision with Fallback	2 hr min	0 25 50 75

How much time this topic will take.

2 hr,
5 min

Fig 6

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Betty Strictland Recorder, Devil's Advocate Accurate notes
 Laura Freimd Participant Responsible for making sure project is on track financially

TASK	Owner	Due Date	%
Prepare project plan -- develop major milestones and deliverables	Rod Feldsman	Prepare for 1st Meeting	

TOPIC	Presenter	Type	Time	%
Review Agenda so that each attendee understands the xgenda	Rod Feldsman	Informative	5 min	
Breakup into groups, and sort each category by importance	Rod Feldsman Betty Strictland Laura Freimd	Informative Group Discussion Collect Individual Input Decision by Consensus Decision with Fallback	2 hr 0 min 25 50 75	

How much time this topic will take: **2 hr.**

Fig 7

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deal with returns and it is being backed-up because it doesn't have a process for accepting, storing and transferring certain tag-items back to QC. QC has been reprimanded for non-compliance with our three-step program and since then it has been brought up that some of their testing equipment and logistic arrangements need to be fixed or replaced. (Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation)

PEOPLE	Name	Role	Reason for Attending
	Rod Feldsman	Leader	Responsible for budget
	Sagan Walis	Leader	Software engineer to provide feedback on information system impacts.
		Recorder	
		Facilitator	
		Participant	
	E-mail:	Devil's Advocate	
	sw@slosh.net		
	Betty Strictland	Recorder	Accurate notes
	Helm Digsman		Responsible for success of project
	Laura Freimd	Participant	Responsible for making sure project is on track financially

TASK	Owner	Due Date	%
Prepare project plan -- develop major	Rod Feldsman	Prepare for 1st Meeting	

Fig 8

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deal with returns and it is being backed-up because it doesn't have a process for accepting, storing and transferring certain tag-items back to QC. QC has been reprimanded for non-compliance with our three-step program and since then it has been brought up that some of their testing equipment and logistic arrangements need to be fixed or replaced. (Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation).

PEOPLE	Name	Role	Reason for Attending
	Rod Feldsman	Leader	Responsible for budget.
Sagan Wallis		Leader	
		Recorder	
E-mail		Facilitator	
sw@slosh.net		Participant	Software engineer to provide feedback on information system impacts.
		Devil's Advocate	

This is where the Wizard Help can go!

This section of the screen is a web-like help system with hyperlinks. As the individual moves around up-above, this help page can change to give them detailed instructions about the particular section they are editing, and the information about the field that has focus.

Fig 9

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milestones and deliverables	Rod Feldsman	Prepare for 1st Meeting		
Get lunch for next meeting from Indizza at 12:30	Betty Strictland	Pre-meeting Task		
Tablulate preliminary income statement using budget program	Sagan Walis, Helm Digsman	10 OCT 2000		
TOPIC	Presenter	Type	Time	%
Review Agenda so that each attendee understands the xgenda	<input checked="" type="checkbox"/> Rod Feldsman <input type="checkbox"/> Sagan Walis <input type="checkbox"/> Betty Strictland <input type="checkbox"/> Helm Digsman <input checked="" type="checkbox"/> Laura Freimd	Informative Group Discussion Collect Individual Input Decision by Consensus Decision with Fallback	5 hr 0 min	0 25 50 75
Brainstorm on cost savings, listing each opportunity	Rod Feldsman	Group Discussion	2 hr, 15 min	
Sort categories by importance	Rod Feldsman	Informative	15 min	
Organize cost savings brainstorm list into categories	Rod Feldsman	Group Discussion		
Breakup into groups, and sort each category by importance	Sagan Walis, Betty Strictland	Group Discussion	2 hr	

Fig 10

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TOPIC	Presenter	Type	Time	%
Brainstorm on cost savings, listing each opportunity	Rod Feldsman	Group Discussion	2 hr, 15 min	
Sort categories by importance	Rod Feldsman	Informative	15 min	
Organize cost savings brainstorm list into categories	Rod Feldsman	Group Discussion		
Review Agenda so that each attendee understands the xgenda	Rod Feldsman Sagan Walis Betty Strickland Helm Digsman Laura Freind	Informative Group Discussion Collect Individual Input Decision by Consensus Decision with Fallback	5 hr 0 min	0 25 50 75
Breakup into groups, and sort each category by importance	Sagan Walis, Betty Strickland	Group Discussion	2 hr	
			4 hr, 35 min	

Fig 11

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non-compliance with our three-step program and since then it has been brought up that some of their testing equipment and logistic arrangements need to be fixed or replaced. (Notice that the Context contains a complex problem and it doesn't give a solution. Context is just an observation)

PEOPLE	Name	Role	Reason for Attending
	Jake Feldsman	Leader	Responsible for budget.
		Recorder	
		Facilitator	
		Participant	
	Ronald.P.Feldsman@mai	Devil's Advocate	
	server.a-very-long-comp		

The name of a participant

Helm Digsman		Responsible for success of project
Laura Freimd	Participant	Responsible for making sure project is on track financially

TASK	Owner	Due Date	%
Prepare project plan -- develop major milestones and deliverables	Jake Feldsman	Prepare for 1st Meeting	
Get lunch for next meeting from Indizza at			

Fig.12

